



TO: All DWD Supervisors and Managers
WIB Directors

FROM: Alan D. Degner
Commissioner

DATE: May 3, 2004

SUBJECT: DWD Commissioner's Directive 2003 - 34
Summer Conservation Policy

Joseph E. Kernan, Governor
Alan D. Degner, Commissioner

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RE: All funding sources administered by DWD

PURPOSE: To make all staff aware of the DWD Conservation Policy for the summer months.

RESCISSION: None

CONTENT: In the state's effort to conserve energy during the summer months, the State Personnel Department is encouraging agencies to implement a conservation plan. Conservation reduces the stress on power grids, conserves our resources and minimizes the risk of power or water shortages.

If this plan is insufficient to curtail any problems, further action may be required. This may include mandatory changes to schedules, additional restrictions or rescission of this policy.

EFFECTIVE DATE: June 3, 2004

REVIEW DATE: March 30, 2006

OWNERSHIP: DWD Human Resources Division

ACTION: Each employee who chooses to request an Alternative Work Schedule (AWS) is responsible for adhering to this policy by requesting an AWS in accordance with established procedures. A supervisor's signature on the appropriate AWS request forms validates that the request is operationally permissible.

Any staff considering formulating an alternative work schedule or any modifications to their work schedule must submit their new schedule in accordance with procedures outlined within the AWS policy and the approved settlement agreements between the State of Indiana and the appropriate unions.

DWD Conservation Plan

Purpose: To provide for the conservation of energy and plans to address staffing issues expected during the summer months.

Statement of Policy: The following actions will be voluntary unless and until there are any blackout periods. If the power companies institute a blackout or rolling blackouts, these measures may become mandatory.

Time Frame: This policy will be effective from June 3 through September 30 of each year.

1. Lighting will be reduced wherever possible with due consideration for safety.
2. Electrical equipment will be turned off when not in use.
3. Eligible employees are encouraged to work “Alternative Work Schedules” (i.e., Flexible Work Hours and Teleworking). *Refer to DWD Policy 2003-14, Policy for Alternative Work Schedules and DWD Policy 2003-10, Telework Policy.*
4. DWD’s work hours will be expanded from 6:30 a.m. to 6:00 p.m.
5. One-half hour lunch periods will be allowed during this time period.
6. Employees are encouraged to wear lightweight clothing while maintaining a professional appearance during this period.
7. Travel should be minimized to the extent possible.
8. Watering the lawns should be minimized at DWD owned offices.